

26 December 1973

MEMORANDUM FOR: Deputy Director for Management and Services
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Move of Clerical Orientation Faculty

The move of the Clerical Orientation faculty from Ames Building to Chamber of Commerce occurred on Wednesday of last week. The exact date of our vacating the space in Ames is contingent upon completion of the electrical work (conduits for typewriters) in the C of C classroom to be used for clerical instruction. The contract for the work is now in the contractor-bid stage.

B. Universities Seek Agency Students

Indicative perhaps of the growing concern of academic institutions for declining attendance figures, two meetings were held last week with representatives from the University of Houston and the American University. Each of the representatives was soliciting the Agency's business. Mr. Donald Sparks, Director of Special Programs at Houston's College of Business Administration, described to three of OTR's officers, [redacted]

[redacted] the programs conducted by Houston's Management Development Center and invited a review of the Center.

Two representatives of American University's College of Continuing Education met with two members of the Education Committee to discuss some of AU's new programs (an undergraduate program in which only eight courses had to be taken on campus and the graduate degree program in Applied Economics) and to enlist interest in its modified approach to "closed" Off-Campus Programs: permitting courses exclusively for our people and staffed with Agency instructors -- a reversal of its approach of several years ago.

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II. Upcoming Developments

A. Advanced Intelligence Seminar

STATINTL The 13th running of the Advanced Intelligence Seminar, 9-29 January, will have a "new look." Shortened from three weeks to two and one-half weeks, the major thrust will be a concentration on significant foreign policy and domestic issues. The course will open with a half week [redacted], where the members of the Seminar will have the opportunity to get acquainted and to learn about major overall problems facing the Agency and the Intelligence Community. Then the members will move to the Senior Seminar area for a week on foreign policy and a final week on domestic issues. The Seminar will wind up with a discussion by the members on the significant Agency, foreign, and domestic issues and hopefully will meet with the Director on the last day.

As of this date, the composition of the next AIS seems to be substantively strong and well-balanced: eight from the DDI, four from the DDS&T, ten from the DDO, and six from the DDM&S.

B. CIA Today and Tomorrow

The next running of CIA Today and Tomorrow will be held in the Headquarters Auditorium from 15-17 January 1974 for a maximum of 250 employees. Mr. Colby's office has advised us that he hopes to be able to participate as the closing speaker.

Planning for a fourth day on 18 January, set aside for personnel of the Operations Directorate, is proceeding apace. These sessions will very likely be held in Room 1A-07, Headquarters.

C. Foreign Affairs Executive Seminar

STATINTL With the nomination of an OER officer on 17 December, we have eight nominees for the three-week Foreign Affairs Executive Seminar beginning 7 January: (DDO-[redacted] DDS&T (NPIC); DDM&S-4 (OF-2, OTR, OC); and DDI).

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for Alfonso Rodriguez
Director of Training